Usability Test Analysis Template & Instructions

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Title of the Study

Introduction

- Write a 2-3 sentence introducing the tasks that were tested
- Include the number of participants
- Note the purpose of the study (usually testing usability, could also be likeability, usefulness, etc...)

Participants

Describe demographics were used to choose participants, such as what country they're in, age, income, etc....

Also note the devices people used.

Task Analysis

Task Instructions

Explain the task instructions, or just copy/paste them here

Task Results

As relevant, include data from the results. This is just objective fact-reporting, no analysis. If there's something you didn't track, like number of errors, don't report it. If any data points were thrown out, make note of those here.

- Average time on task, with the shortest and the longest times
- Perceived completion rate (the participant's assessment of whether the task was completed)
- Actual completion rate (your assessment of whether the task was completed)
- Error rate (average number of errors across participants)
- Participant ratings

Analysis

- What was observed?
- What did people dislike, or have problems with?
- What did people like, and find easy?
- Did the majority of people do one thing or another?
- What problems or concerns arose?
- Include clips and user quotes to illustrate your points

Recommendation

1. Based on analysis, what recommendations do you have?
2. Recommendation 2

Level of Concern: rate your level of concern as low/moderate/high

Repeat the template starting with "Task Instructions" for each task in the test.

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